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JUL 17 1953

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT : Summary Criticism of Administrative Support
Training Course No. 1

1. A representative of the Logistics Office attended the two final weeks of the Administrative Support Course No. 1 during the period 29 June - 10 July 1953 to determine whether this training could be considered worthwhile from the point-of-view of this Office.

2. That part of the course which had as its purpose instruction in the organization, mission, functions and staff relationship of DD/P and the support elements, and special problems

it should be a mandatory requirement in the indoctrination of all new employees above the clerical level. Each lecture or presentation included in this category is listed below:

3. There was considerable room for improvement, of course, in the content and presentation of certain of these subjects. The training people seem eager, however, for criticism and, no doubt, will make

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full use of the detailed ~~critiques~~ received from each trainee in the improvement of future courses.

4. Approximately one week was taken up with regulatory or procedural subject matter of value to employees about to be assigned to field stations to engage in administrative functions. This would include logistics personnel scheduled for field assignments in the foreseeable future, except a small number of high-level professional people such as construction engineers. Such material in this category as would be of use to the professional individual just mentioned would be obtained by reading the appropriate regulation or with assistance from trained clerical people. Because of the changing nature of regulations and procedures and the fact that details of this kind are not long retained in the mind without practice or repetitive use, it is believed that personnel who will not soon be required to use this material should not be required to take this training. The subjects and time required for each, in hours or minutes, are itemized below:

	<u>Time</u>
(1) Study of Field Property Record Procedures	
Guide	30
(2) Study of Government Travel Regulations	40
(3) Study of Accounting Procedures	1:00
(4) Pay and Allowances at Field Stations	1:20
(5) Domestic Travel and Per Diem Allowances	2:00
(6) Finance in Operations	2:00
(7) Administrative Project Procedures	1:20
(8) Practice Work on Preparation of Travel	
Voucher	30
(9) Review of Practice Work	30
(10) Principles of Field Supply	1:00
(11) Field Property Records Procedures	2:00
(12) Study of Cable Procedures	30
(13) Accounting and Financial Reports	3:00
(14) Practice in Field Property Records	1:00
(15) Cable Procedures	2:00
(16) Message Writing	1:00
(17) Field Travel of Personnel and Handling of Household Effects	1:50
(18) Practice Work on Cables	1:45
(19) Study of Dispatch and Pouch Procedures Guide	30
(20) Dispatch and Pouch Procedures	2:00
(21) Practice Work on Dispatches and Pouches	1:00
(22) Practice Work on Preparation of a Foreign Travel Voucher	40
(23) Review of Practice Work on Foreign Travel	
Voucher	40
(24) Study of Field Uniform Records Procedures	
Guide	45
(25) Case and Agent Records and Field Files	1:30
(26) Testing and Critiques on Above Subjects	7:20
	<u>38:20</u>

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5. It is recommended:

a. That consideration be given to the preparation of an administrative procedure course of about one week's duration, enrollment in which would be required of selected personnel immediately prior to their transfer to a field station. This should include the subjects listed in paragraph 4.

b. That the subjects enumerated in paragraph 4 be removed from the Administrative Support Course which would have the effect of shortening it by one week.

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V
JAMES A. GARRISON
Chief of Logistics

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